



Office of the Vice Provost  
Lucas Administrative Center 834  
Nunn Drive  
Highland Heights, KY 41099

July 29, 2008

Dear New Part-Time Faculty Member

I am writing to welcome you to Northern Kentucky University for the Fall 2008 semester and invite you to a Part-Time Faculty Orientation Program on Thursday, August 21.

The program will introduce you to your role as a classroom instructor at Northern, inform you about NKU's academic policies and educational values, and enable you to meet part-time faculty colleagues. The program will include a general welcome, tips from the 2008 recipient of the Part-Time Faculty Excellence in Instruction Award and information about support services from several university offices – e.g., Human Resources and Information Technology. We will provide further direction on submission of materials required for SACS accreditation (see below).

The orientation will begin with registration and hors d'oeuvres at 6 p.m. in the University Center Ballroom. The Ballroom is located on the second floor of the University Center. Campus maps may be found at: <http://www.nku.edu/campusmaps>.

Please mark the evening of Thursday, August 21, on your calendar. If you have questions about the orientation program, please call our office at (859) 572-5379 or send an electronic message to [burginn@nku.edu](mailto:burginn@nku.edu).

**Please visit our website <http://www.nku.edu/~viceprovost> for more information.  
The orientation agenda will be posted soon.**

I am looking forward to meeting you.

Sincerely,

A handwritten signature in black ink that reads "J. Patrick Moynahan". The signature is written in a cursive, flowing style.

J. Patrick Moynahan  
Vice Provost

# **IMPORTANT NOTICE!!!**

## **SACS Accreditation Requirements – All Faculty**

In keeping with the standards for accreditation of the Southern Association of Colleges and Universities (SACS), NKU requires all faculty to submit transcripts of their postgraduate work/degrees and copies of their course syllabi.

NKU is currently in a reaffirmation cycle, and the deadlines for submission of documents to SACS are extremely tight for the Fall 2008 semester. **It is imperative that you provide the following materials in a timely fashion:**

- A. TRANSCRIPTS** – Please request official transcripts from the institutions granting your degrees immediately, if you have not already done so or NKU does not have one on file. We must have the transcripts in hand **no later than August 25** to prepare our SACS compliance reports by the deadline.
  - a. Full-Time Faculty – Request that official transcripts be sent to Mary Ryan in the Office of the Provost.
  - b. Part-Time Faculty – Request that official transcripts be sent to your department chair.
  
- B. SYLLABI** – Please post your syllabi in Digital Measures (content management software) and/or submit copies to your department as directed by your department chair. All syllabi must be in Digital Measures **no later than September 1** to facilitate completion of SACS compliance reports by the deadlines.

(We will demonstrate the features and uses of Digital Measures at all new faculty orientation sessions. For information on individual training, contact the SACS Office at 572-1993.)

We must have 100% participation to be in compliance with our accrediting body. We appreciate your cooperation and timely response to these requests.

If you have questions or concerns, please contact Vice Provost J. Patrick Moynahan at X-5379) or [moynahan@nku.edu](mailto:moynahan@nku.edu).